

**COMMUNITY DEVELOPMENT BLOCK GRANT  
2nd CDBG CITIZENS ADVISORY COMMITTEE MEETING**

January 24, 2014, 10:00 AM – 12:00 PM  
Third Floor Conference Room, Lewiston City Building

**FINAL MINUTES**

**Roll Call:** The meeting was started at 10:00 a.m.

**Members Present:** Andy Choate, Nathan Libby, Pauline Gudas, Heidi Brooks, Richard White and Sue Charron

**Members Absent:** Walter Hill

**Staff Present:** Lincoln Jeffers, Jayne Jochem, Ingrid Nivison and Cathy Lekberg

**1. Welcome of new committee member, Richard White**

Members of the Committee welcomed Richard White as a new member and brought him up to speed regarding the process of this Committee.

**2. Election of Committee Chair and Vice-Chair**

The following motion was made:

**MOTION:** by **Nathan Libby** to elect Andy Choate as Chair of the meetings. Second by **Richard White**.

**VOTED: 4-0 (Passed)**

The following motion was made:

**MOTION:** by **Nathan Libby** to elect Pauline Gudas as Vice-Chair of the meetings. Second by **Richard White**.

**VOTED: 4-0 (Passed)**

**3. Review and approval of January 10, 2014 meeting minutes.**

The following motion was made:

**MOTION:** by **Sue Charron** to accept the January 10, 2014 CDBG Citizen Advisory Committee Minutes as presented. Second by **Nathan Libby**.

**VOTED: 5-0 (Passed)**

Cathy passed out an updated copy of the current year's goals met for the Social Service Agencies and Jayne reminded the committee that when looking at the number of Lewiston vs. Non-Lewiston residents supported by a program, to remember that CDBG funds only a portion of the overall budget for most programs.

#### 4) Discussion of Public Service Agencies & Scheduling of Interviews

Members of the Committee discussed and decided they definitely wanted to interview all of the new agencies and agencies with new programs. They are:

LearningWorks – Lewiston Family Literacy Initiative  
Lewiston Recreation Department - Youth Right to Play  
Western Maine Community Action – Work for Success

After further discussion, there were several agencies that have been funded in the past that members thought should be interviewed. They are:

Advocates for Children – Maine Families Androscoggin  
Cultivating Community – The New Sustainable Agricultural Project  
Pathways, Inc. – W.T. Twarog Senior Enrichment Center  
St. Mary's Nutrition Center – Lots to Gardens  
Tedford Housing – Lewiston Supportive Housing Services

They also decided to interview the two pilot programs:

Central Maine Community Health Corporation – Healthy Androscoggin  
Community Concepts, Inc. – Seeking Housing Stability and Bridges out of  
Poverty Pilot Program

The Committee agreed that February 7<sup>th</sup> and 21<sup>st</sup> should be the two meeting dates to schedule the public service agencies. If agencies could not attend the first meeting, then they could attend the second one. The two pilot programs and City programs would also be scheduled for interviews on February 21<sup>st</sup>. The agencies would have 15 minutes to present except the two pilot programs which the Committee thought would need additional time.

Jayne told the Committee that this was the last year of the current Consolidated Plan and that the new five year plan will start next year. Members asked if this Committee should be involved in the process for the new plan. Jayne said that it is very important for the committee members to be as active in the process as possible. The Cities of Lewiston and Auburn plan to hire a consultant to gather the data, facilitate public meetings, and record the public input which will then form the basis for the Consolidated Plan. It's the public input that shapes the goals and objectives for the next plan and the CAC members are key to that process.

Staff asked the Committee to email their questions to Cathy for the agencies by Friday, January 31<sup>st</sup> and submit questions for the two pilot programs by Friday, February 14<sup>th</sup> so she could email the questions before their interviews so they have time to prepare. It was noted that one of the applicants brought a Powerpoint presentation to the interview. Some thought this gave them an unfair advantage and it took more time. It was decided, that staff should let all agencies know that a Powerpoint cannot be used at the interview,

but if a Powerpoint presentation was prepared, then copies of the presentation could be made and provided to the Committee.

Members decided that the scoring for the agencies not interviewed should be submitted before the February 7<sup>th</sup> meeting and scoring for the agencies being interviewed would be due before the February 21<sup>st</sup> meeting.

Tree Street Youth was brought up again and Jayne explained that this agency would not fit as a community center as it serves only certain groups and is not open to the public. The Root Cellar was also mentioned as a possible community center and it would be looked into.

Heidi Brooks arrived at the meeting at 11:05 a.m.

**5) Status of Loan Programs**

Jayne told the Committee that right after the last meeting, she received an eligible loan application. Jayne provided the committee with two types of advertising a flyer, and a small handout describing the 1-4 unit rehabilitation program. CAC seemed to like the flyer and wondered how they would be disseminated. She indicated that staff will be working with Jim Ward, the GIS mapping person and Pamela Labelle, the Tax Collector to have them inserted into the water and sewer bills of 1-4 unit buildings. She showed a map of certain areas that they would concentrate on first and indicated that there were cycles of bills that are mailed to certain segments of time during the month. Jayne said the bills would go out on a monthly basis in cycles, but members said they receive their water bills on a quarterly basis. Jayne will clarify with Pam to see when the billing goes out for the area of town that coincides with the CDBG target area. Jayne also said they would be working with Community Concepts, Inc. who would be paid 15% of the total rehab cost to manage the rehab of the buildings. Staff was asked to add an update on the loan programs on each meeting agenda.

**6) Any other business members may have relating to the duties of the CDBG Committee - None**

**7) Adjournment**

The following motion was made:

**MOTION:** by **Pauline Gudas** to adjourn the meeting at 12:00 p.m. Second by **Richard White.**

**VOTED:** 6-0 (**Passed**)